

## Message Text

UNCLASSIFIED

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53

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 L-03 SS-15 SP-02 MMS-04 PER-03

TRSE-00 PC-05 DODE-00 DEAE-00 SY-05 USIA-15 AGR-10

OMB-01 /075 W

----- 084578

P 042341Z AUG 75

FM AMEMBASSY GUATEMALA

TO SECSTATE WASHDC 7669

UNCLAS GUATEMALA 4139

E.O. 11652: N/A

TAGS: ZSNF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. THE FOLLOWING IS IN RESPONSE TO PARA SEVEN REF TEL:

I. CUSTOMS AND SHIPPING

II. AMERICAN EMPLOYEES WHO WORK FOR STATE, MILGP, DEA, USIS, FAS, DAO, PEACE CORPS.

III. ADMINISTRATIVE RECORD OF IMPORATION AND EXPORTATION OF HHE AND AUTOMOBILE.

IV. 6 FAM

V. AVAILABLE TO INDIVIDUAL CONCERNED AND PERSONNEL WORKING IN CUSTOMS AND SHIPPING.

VI. A) FILE FOLDERS

B) BY NAME

C) LOCKED IN BAR LOCK FILE CABINET

D) 6 MONTHS AFTER EMPLOYEE DEPARTS POST

VII. GENERAL SERVICES OFFICER

VIII. DEPARTMENT OF STATE, FOREIGN OFFICE CUSTOMS, SHIPPERS.

2. I. PERSONNEL FISCAL FILE

II. MISSION PERSONNEL EXCEPT AID, ROCAP AND MILGP.

III. PERSONNEL ACTIONS, PAY INCREASES, FREIGHT BILLS RAVEL REIMBURSEMENT VOUCHERS, TRAVEL ADVANCES,

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AUTHORIZATIONS.

IV. 4 FAM

V. FISCAL INQUIRES FROM INDIVIDUAL EMPLOYEE & USIA, PC, DAO,  
DEA AND GAO

VI. A) FILE FOLDERS

B) BY NAME

C) UNLOCKED FILE CABINETS IN LIMITED ACCESS FILE ROOM.

D) KEPT THREE YEARS FROM TRANSFER OR SEPARATION DATE

VII. B&F OFFICER

VIII. TRANSPORTATION VENDORS

3. I. PERSONNEL REPRESENTATION FILE

II. STATE PERSONNEL

III. REIMBURSEMENT CLAIMS FOR REPRESENTATIONAL EXPENSES AND  
VOUCHERS.

IV. 4 FAM

V. FISCAL INQUIRIES FROM INDIVIDUAL EMPLOYEE AND GAO.

VI. A) FILE FOLDERS

B) BY NAME

C) UNLOCKED FILE CABINETS IN LIMITED ACCESS FILE ROOM

D) KEPT 3 YEARS FROM TRANSFER OR SEPARATION DATE

VII. B&F OFFICER

VIII. NONE

4. I. REGIONAL SECURITY OFFICE (RSO) FILES

II. RSO FILES MAY CONTAIN NAMES OF ANY INDIVIDUALS,  
BOTH AMERICAN OR OTHER NATIONAL, FORMERLY OR  
CURRENTLY ASSIGNED TO OR ASSOCIATED WITH THE  
U.S. MISSION IN GUATEMALA, EITHER ON PERMANENT,  
CONTRACT, OR DOMESTIC BASIS. THE FILES MAY CONTAIN THE  
NAMES OF ANY INDIVIDUAL ON WHOM

A LOCAL INVESTIGATION WAS CONDUCTED AT THE  
REQUEST OF THE AGENCIES IN SECTION V.

III. TYPES OF INFORMATION CONTAINED IN FILES MAY  
INCLUDE: PERSONAL HISTORIES, EMPLOYMENT,  
INTERVIEWS WITH ASSOCIATES OR OTHER PERSONS  
FAMILIAR WITH THE INDIVIDUAL, RESIDENCE CHECKS,  
HOST GOVERNMENT NAME CHECKS, INFORMATION PRO-  
VIDED BY INFORMANTS OR SENSITIVE SOURCES, AND  
INVESTIGATIVE INFORMATION-TYPE REPORTS  
RECEIVED FROM THE AGENCIES IN SECTION V.

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IV. 5 FAM 990.

V. INFORMATION IS USUALLY PROVIDED BASED ON REQUEST,  
OR ON ANTICIPATED OR ESTABLISHED REQUIREMENTS, TO  
THE FOLLOWING AGENCIES BESIDES DEPARTMENT OF  
STATE: USIA, AID, CIVIL SERVICE COMMISSION,  
FEDERAL BUREAU OF INVESTIGATION, CENTRAL  
INTELLIGENCE AGENCY, INTERNAL REVENUE SERVICE,  
INVESTIGATIVE ORGANS OF THE DEPARTMENT OF DEFENSE,

DEPARTMENT OF IMMIGRATION AND NATURALIZATION AND  
THE DRUG ENFORCEMENT AGENCY.

VI. RSO FILES ARE CARD-INDEXED BY NAME OF INDIVIDUAL.  
INFORMATION IS WRITTEN ON HARD COPY OR IS IN TELE-  
GRAM FORM AND IS PLACED IN FILE FOLDERS. ALL  
INFOR

UTION IS SECURED IN DIEBOLD SECURITY-APPROVED  
SAFES OR IN A VAULT HAVING A MOSLER, CLASS  
6, VAULT DOOR. ONLY THE REGIONAL SECURITY  
OFFICER AND HIS SECRETARY HAVE ACCESS TO THESE  
FILES. THE RSO OFFICE IS LOCATED WITHIN THE  
SECOND FLOOR OF THE EMBASSY. THE EMBASSY IS  
CONTINUALLY GUARDED BY AT LEAST 1 MARINE,  
2 CONTRACT GUATEMALAN POLICE OFFICERS, 1  
GUATEMALAN NATIONAL POLICE OFFICER AND USUALLY  
SEVERAL AGENTS FROM THE GUATEMALAN DETECTIVE  
CORPS. FILES ARE MAINTAINED AS STATED IN  
CHAPTER 8, RECORDS MANAGEMENT HANDBOOK  
VII. REGIONAL SECURITY OFFICER

VIII. SOURCES OF INFORMATION ARE: FORMER ASSOCIATES  
OR OTHER PERSONS HAVING KNOWLEDGE OF THE  
INDIVIDUAL, PREVIOUS EMPLOYERS AND LANDLORDS,  
EDUCATION INSTITUTIONS, GUATEMALAN POLICE, AND  
INVESTIGATIVE OR INFORMATION-TYPE REPORTS FROM  
U.S GOVERNMENT FEDERAL AGENCIES SUCH AS THOSE  
CITED IN SECTION V.

5. INFORMATION ON CONSULAR FILES WILL FOLLOW.  
MELOY

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 04 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975GUATEM04139  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D750269-1187  
**From:** GUATEMALA  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1975/newtext/t19750886/aaaacxrp.tel  
**Line Count:** 144  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ACTION DRC  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 3  
**Previous Channel Indicators:** n/a  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 STATE 172353  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** hartledg  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 18 DEC 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <05 FEB 2004 by hartledg>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** IMPLEMENTATION OF THE PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN, GT  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006